

*Reports Weekly*  
RECORDS MANAGEMENT DIVISION

Chief, Management Staff

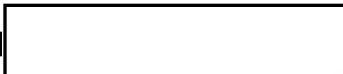
21 October 1954

Chief, Records Management Division

Weekly Report - Week Ending 20 October 1954

1. Installation of the filing system for the Office of the General Counsel has been completed. We are now training personnel of the General Counsel's office in the use of the system.
2. Progress on the inventorying and appraisal of ORR records indicates that over 75% are temporary and may be moved to the Agency's Records Center. Since it is estimated that ORR has 1,000 file cabinets the potential savings in equipment only should be rather substantial.
3. Arrangements were made for the transfer of two file drawers of records from the Regulations Control Staff to the Records Center. This will permit sufficient filing space for another year, and avoid the procurement of an additional safe at a cost of approximately \$162.
4. Seven Agency offices transferred the equivalent of eight four drawer safe type cabinets of inactive records to the Records Center.
5. Discussions were held with a representative from DD/P in connection with their Records Control Schedule, and the transfer of inactive records to the new Center. Based on these preliminary discussions it is estimated that DD/P will initially transfer approximately 5,000 cu. ft. of records to the new Center.

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Report for Week Ending 20 October 1954 from  
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Project 4-91 - Review of Records Management Program, Logistics  
Office

- a. Reports Management - No change in program status. Project is 20% complete.
- b. Correspondence Management - Progress continues on the Correspondence Regulations and Notices are being reviewed to make sure our work conforms. [redacted] (now at Reproduction) is presently under review.

Project 4-94 - Office of the Comptroller Reports Management Program

No change in program status. Project remains 23% complete.

Project 4-98 - Correspondence Handbook

The master typed copy of the Handbook is still being reviewed by DDP/Admin. Indexing of the final copy is underway. The listing of subjects is 75% complete. Completion of the index, however, must await return of the master copy for referral. Project is 95% complete.

General Information

- a. Program Promotion. Met with the Office of Training ARO, and the Assistant Chief, Administrative Staff of that Office, to discuss correspondence management. It was agreed that [redacted] would conduct a preliminary survey in the Administrative Staff to determine the extent that correspondence management can be applied, and to what degree the services of our staff will be needed.

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[redacted]  
Chief, Reports & Correspondence  
Management Branch

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Report for Week Ending 20 October 1954 from  
FORMS MANAGEMENT BRANCH

Project 4-85 - FI Information Reports

No change from previous report. Project 47% complete.

Project 4-86 - Forms Index

Reports are being verified and changes to records posted.  
Project 78.5% complete.

Project 4-95 - Forms Management Handbook

No change from previous report. Project 4% complete.

Project 4-103 - Preparation of Final-Type Forms Copy by Forms  
Management Branch

No change from previous report. Project 10% complete.

Hoover Commission

The Agriculture Department Survey Report has been completed and submitted to the Task Force on Paperwork Management. The Report of the Forms Management Committee of the Task Force has also been published. Results cannot yet be reported because of a prohibition on their release imposed by the Commission. Follow-ups are still planned but may be postponed for a few weeks.

Summary of Individual Actions

	No. of Requisitions	No. of Copies
New	8	53,600
Revised	25	131,800
Reprints	2	112,000
Overprints	2	2,000
Other Government Forms	0	0
	<u>37</u>	<u>299,400</u>

Redesignated 24

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Report For Week Ending 19 October 1954  
RECORDS CENTER BRANCH

Accessioning

During this week the following accessions were made:

O R R	7 Cubic Feet
O O	7 " "
M S	3 " "
DD/P	3 " "
Logistics	1 " "
O S I	1 " "
Comptroller	1 " "
Sub - Total	23 Cubic Feet
Finished Intell.	45 " "
Total	68 Cubic Feet - 8.5

Total accessions to date - 306.

General

Logistics has notified the Center that the bids for the fork lift have been received and opened. The [redacted] was the low bidder, and we agreed that their fork lift was acceptable. Delivery is to be made within 30 days.

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A number of transport cribs have been constructed [redacted] delivered to the Center. Logistics plans to construct 150 of these transports to be used in the move of the Center to the new location.

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A listing, by office, of the publications that the Center is holding and forwarding as VM documents, has been prepared and forwarded to [redacted] Records Systems Branch.

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[redacted] and toured the new building now under construction with the site engineer.

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Report for Week Ending 20 October 1954 from  
RECORDS DISPOSITION BRANCH

Project 4-77 - Office of Scientific Intelligence

The records disposal schedule for this Office has been received by the National Archives. Approval of the schedule will be deferred until the return of Congress. Project is 99% complete.

Project 4-78 - Office of General Counsel

The installation of the Office Subject File is complete. The analyst is now in the process of training personnel in the use of the file plan. Discussions are now taking place between representatives of this Office, the General Counsel and Personnel regarding the procurement of a Records Clerk to maintain and service all records of the Office, including the Legal Library.

Project 4-97 - Records Disposition Branch

No change from previous report. The Handbook is still being edited by the Regulations Control Staff. Project is 75% complete.

Project 4-116 - Security Office

No change from previous report. Project is 85% complete.

Project 5-2 - Office of National Estimates

The records disposal schedule for this Office has been received by the National Archives. Approval of the schedule will be deferred until the return of Congress. Project is 99% complete.

Project 5-32 - Office of Research and Reports

As of this date, 152 describable items covering an estimated 1600 linear feet of records have been listed. Project is continuing and is approximately 18% complete. Attachment A is a copy of the detailed progress report submitted to the Administrative Officer, ORR for his information.

Project 5-40 - Office, Chief of Operations

No change from previous report. Project is 75% complete.

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General Information

As an immediate aid in easing the space problem in the Regulations Control Staff, records in the amount of two file drawers were retired to the Records Center. As a result of this action enough space was made available for another year of filing thereby eliminating the need of a two drawer safe, approximate cost \$162.00.

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Records Disposition Survey Report

19 October 54

ORR Offices Inventoried:

AD  
Sp Asst.  
EXO  
ST/A  
ST/I  
ST/PC  
CH/C  
EIC/S  
D/E  
D/T

File equipment occupied by records inventoried:

110 4 dr. legal safes  
59 5 dr. card safes  
9 2 dr. legal safes  
50 Bookshelves  
2 Map Cases  
7 Kardex Safes  
19 4 dr. legal cabinets  
20 7 dr. card cabinets  
2 10 dr. card cabinets  
245 2 dr. card cabinets (5x8)

152 separate series of records totaling 1600 linear feet have been inventoried and entered on Records Control Schedules.

26% or 430 linear feet of records have been appraised as having permanent value and tentative plans made for their retirement to the Records Center

56% or 888 linear feet of records have been appraised as having temporary value and tentative plans made for their destruction while maintained in current files space or after retirement to the Records Center.

18% or 282 linear feet of records have been listed on schedules for an indefinite retention as disposition criteria for the proper evaluation of these files will depend on their future development and use.

Project is approximately 24% complete by volume (based on an estimated total of 1000 cabinets).

Attachment A

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Report for Week Ending 20 October 1954 from  
RECORDS SYSTEMS BRANCH

Project 4-79 - Records Management Survey, FBID

This project completed.

Project 4-80 - Agency-Wide Microphotography Survey

Project is continuing and is approximately 25% complete.

Project 4-81 - Security Desk Trays

No change from previous report. Project is approximately 87% complete.

Project 4-82 - Filing System - Handbook for the Subject Classification  
and Filing of Correspondence Records. [redacted] 25X1

No change from previous report. Project is approximately 99% complete.

Project 4-83 - Vital Materials Deposit Schedules for All Offices

No change from previous report. Project is approximately 61% complete.

Project 4-84 - Vital Materials Microfilm Project

Microfilming of the OCD/BR Dossiers continues. This project is approximately 61% complete.

Microfilming in the Office of Personnel continues. This project is approximately 85% complete.

Project 4-96 - Vital Materials Handbook

No change from previous report. Project is approximately 12% complete.

Project 5-56 - Survey of Cable Reference, Disposition and Vital Materials  
Requirements

Project is continuing and is approximately 40% complete.

General Information

25X1 [redacted] have completed arrangements  
for the establishing of a [redacted] This collection which  
will approximate 1500 books when complete will be stored [redacted]  
25X1 [redacted] The responsibility for the maintenance of this file will not fall  
within the Vital Materials Program.

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Preliminary discussions have been held with [ ] Area Records 25X1  
Officer for OCD regarding the possibility of depositing one copy of all  
IAC cables received by the Cable Center, OCD. Further discussions will  
be held to determine if these cables should be considered vital materials  
and if OCD deposits would duplicate deposits being made by another agency  
component.

Machine listings reflecting the deposit and withdrawal activity of Vital  
Materials for period 1 July through 30 September 1954 have been distributed.  
This is the first issuance of the revised quarterly report. The total  
number of pages were reduced from approximately 1600 to about 200. ✓

25X1 Arrangements were made by this office to provide an armed courier to  
accompany [ ] on a special trip to the Repository  
last week. This trip was requested by [ ] subsequent to our usual 25X1  
weekly call.

The comparative test of the Diebold and Remington-Rand portable microfilm  
machines is continuing. The two machines have a number of different  
features and it is anticipated that the test results will provide data for  
determining which machines should be purchased for specific jobs.

A meeting was held in the Security Office with reference to the interim  
specifications for filing cabinets issued by the GSA. Because of the  
limited number of safes in stock, [ ] pro- 25X1  
posed to initiate a small order of safes meeting the interim specifications.  
25X1 [ ] pointed out that tests of the latest  
model safes would be completed within the next week or two. Upon completion  
of the test, the companies meeting the requirements will be placed on the  
Government Schedules. It was then decided to delay the order until the  
approved safes are put on schedule.

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